

MEMBER ROLE ACCOUNTABILITY STATEMENT

Role Title: Member of the Executive (Portfolio Holder)

Responsible to: Leader of Council, Executive and Council

Contact with: Members, Officers, media, external organisations and representatives, Members of Parliament and community, other Councillors.

Executive Roles:

- (a) To contribute to the development of strategic policy for the Council as a member of the Cabinet.
- (b) To be responsible for the allocated portfolio and its services including policy initiatives affecting those activities.
- (c) To consult with Service Directors on matters of policy and service delivery within the allocated portfolio and the purpose of keeping informed about current issues.
- (d) To attend Cabinet meetings and share collective responsibility for decisions taken by Cabinet.
- (e) To be personally responsible and accountable for any decisions taken as portfolio holder and to share with the appropriate Directors responsibility for the performance of services within their portfolio.
- (f) To respond to or deal with any issues arising at Council meetings relating to their portfolio including reports on progress made against portfolio priorities.
- (g) To act as spokesperson or advocate within and outside the authority on those services and functions within their portfolio for collective decisions made by the Cabinet.
- (h) To provide regular reports on progress with relevant executive decisions when and where requested and to undertake consultation on proposed decisions when desirable.
- (j) To attend all Overview and Scrutiny Committee meetings and Scrutiny Panel meetings when necessary to provide information, views and explanations on portfolio holder issues so as to assist the Overview & Scrutiny function.
- (k) To assist partnership working with other agencies and contribute to delivering a partnership objectives.
- (l) To represent the Council on outside bodies, as appointed by the Leader or the Council and report back on matters of relevance or interest to the Council.
- (n) As part of the Cabinet, to be involved in:
 - leading the community planning process for the Council;
 - the consultation on, and drawing up of, the revenue and capital budgets, and monitoring budget under/over spends.
 - leading the search for continuous improvement;
 - taking decisions on resources and priorities to deliver the strategies and budget approved by Full Council;
 - promoting and participating in Councillor Development.
- (o) To serve on non-executive Committees, Sub-Committees, Panels, Boards and Working Groups as appointed.
- (p) To be responsible for personal development and undergo appropriate development and continuous improvement for any role undertaken.

Skills Required

Leadership Skills

- Development of leadership skills appropriate for a portfolio
- Ability to challenge the status quo and deal with complex strategic issues and problems.
- Development of skills necessary to represent the Cabinet both within and outside the Council.

Chairing Skills

- Achieve chairing skills relating to their portfolio and any external Council activities.

Team Working & Relationship Building Skills

- Develop good working relationships with other Cabinet colleagues, senior officers, Overview and Scrutiny, Partners etc.
- Ability to work as part of a team to drive forward the continuous improvement of the Council.

Knowledge

- Knowledge of the key areas relating to their Cabinet portfolio and its relationship with other portfolios within the Cabinet.
- A detailed understanding of the strategic role of Cabinet within the Council.
- Understanding of executive functions and the difference between these and non-executive roles.
- Understanding of the role of a portfolio holder as part of the executive team.
- Detailed understanding of Council strategy, policies and operations for the allocated Portfolio.
- Understanding of the roles of certain statutory officers namely the Head of Paid Service, the Monitoring Officer and the Chief Financial Officer.
- Awareness of the national policy framework for the Local Government and its impact on the Council.
- Knowledge of community needs and their priorities for action.

- Understanding of the statutory role of Overview and Scrutiny within the Council

- Knowledge of the role of local partners and the services they deliver, relevant to the allocated portfolio

Communication Skills

- Enhanced communication skills to be able to work constructively with officers, councillors and partners.
- High level skills in listening, questioning and negotiation.
- High level presentation and public speaking skills suitable for a variety of settings.
- Skills in working with the media and developing awareness of ways of ensuring that the Council is positively represented.

Organisational Skills

- Ability to manage a portfolio workload, against deadlines and pressure on time.

Other Skills and Abilities

- Development research skills to aid policy development.
- Ability to assimilate and analyse complex information.

- Understanding of the Council's Constitution, Code of Conduct, budget and audit processes and key internal policies.
- Understanding of the principles and importance of making evidenced-based decisions.

Date:

Note: This Role Accountability Statement is issued as a guide to the duties of this position. It may be varied from time to time to meet new working requirements.